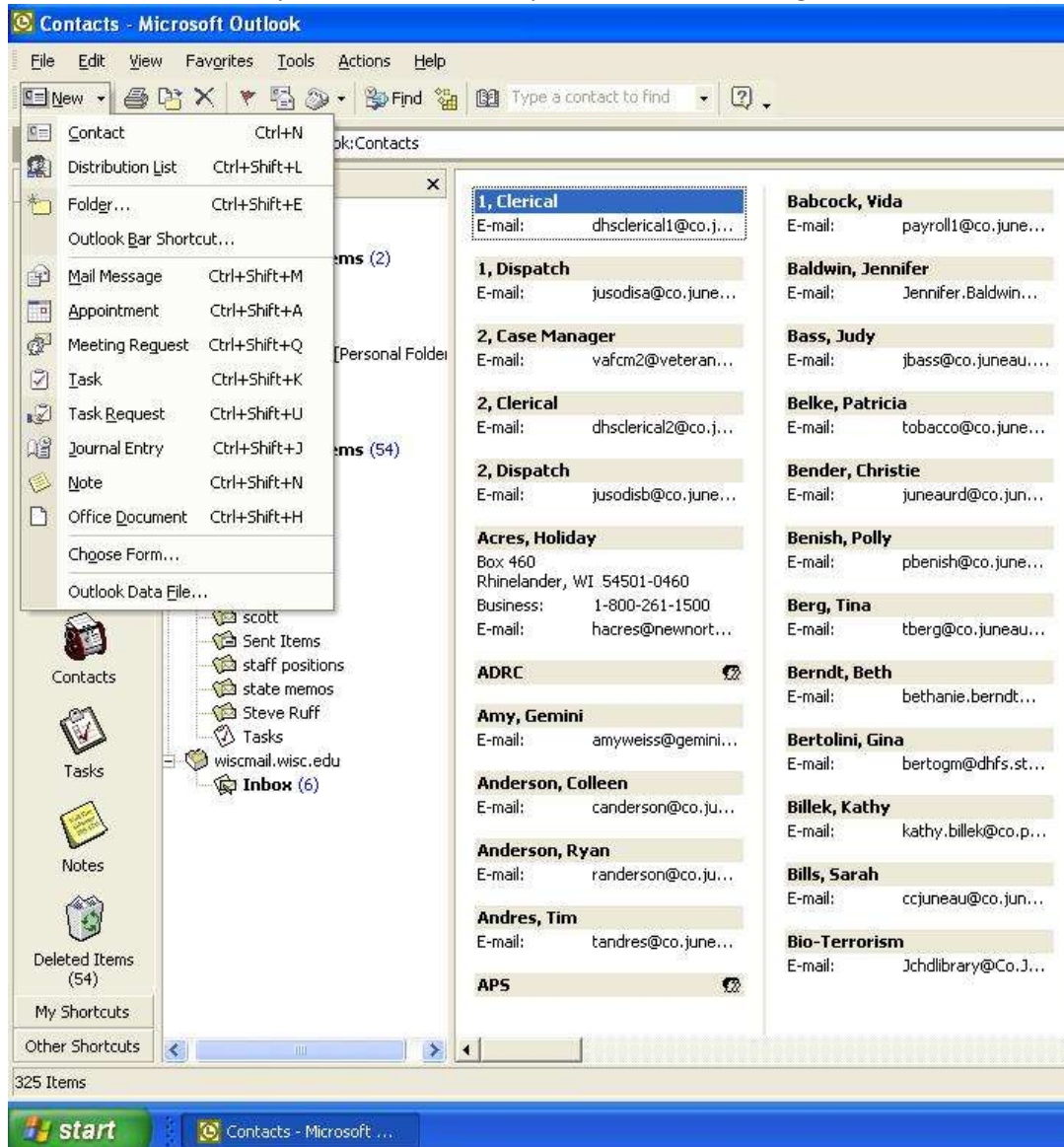
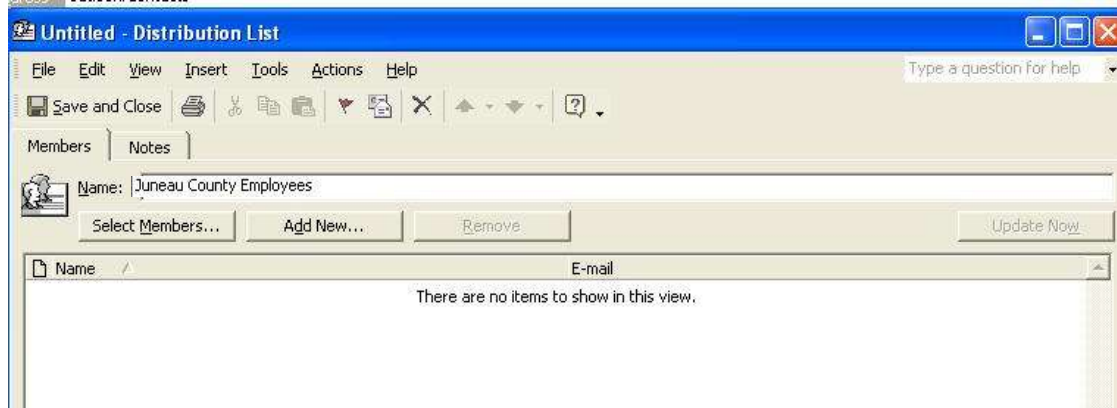


How to create a distribution list

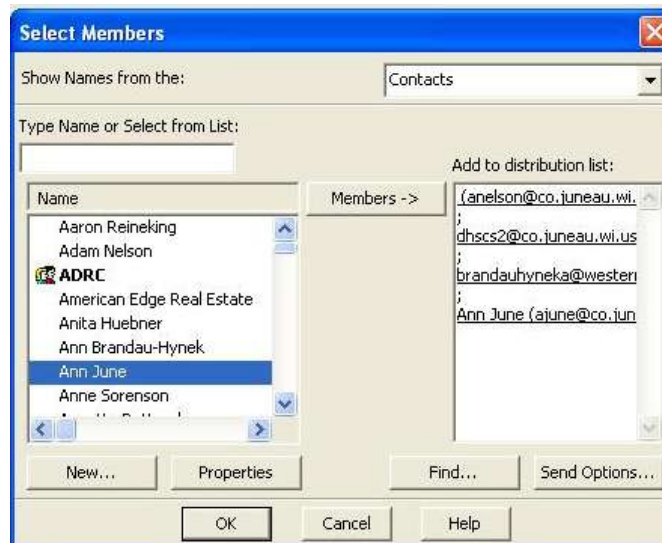
1. Open Microsoft Outlook
2. Click on contacts
3. Click new (make sure you click the little drop down arrow to the right of the word new)



4. Select distribution list
5. Type the name of the distribution list

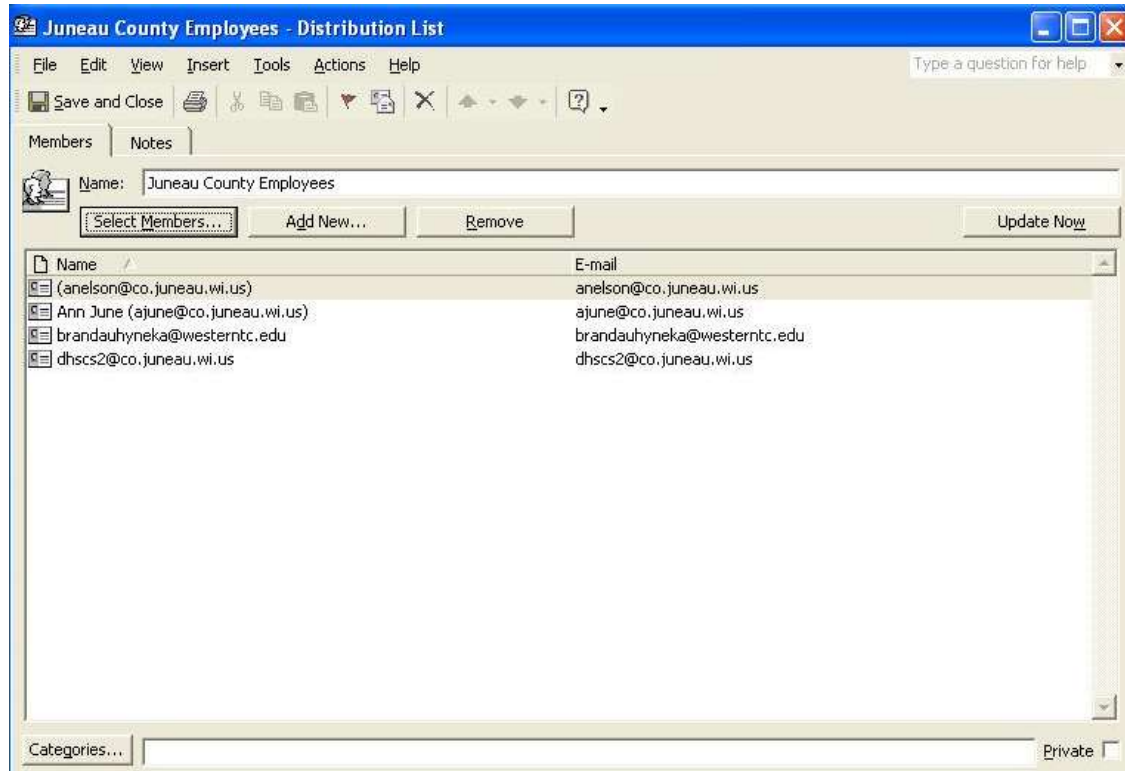


6. Click Select Members to add the members to the list
7. Double click on the name to add it to the list (after you double click on a name, you will notice the email address goes on the right hand side where it says Add to distribution list)



8. When you are done adding the members (you can have as many members in a distribution list as you want) then click ok

9. You should then see a screen similar to this one



10. Click Save and Close

